



**NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM  
FIRE AND RESCUE AUTHORITY**

**MINUTES**

of the meeting of the Authority held on **10 DECEMBER 2004** at County Hall, West Bridgford, Nottingham from 10.30 am to 11.00am.

**Membership**

Councillor Jackson (Chairman)  
Councillor Charlesworth (Vice-Chairman)  
Councillor Bennett  
Councillor Bosnjak  
Councillor Cottee  
Councillor Davison  
Councillor Freeman  
Councillor Griggs  
Councillor Grocock  
Councillor Hempsall  
^ Councillor O'Toole  
^ Councillor Pepper  
Councillor Pulk  
Councillor Smith  
Councillor Spencer  
^ Councillor Stephenson  
Councillor Tsimbirdis  
Councillor Wood

Members absent are marked ^

**63 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors O'Toole and Pepper.

**64 MINUTES**

**RESOLVED** that the minutes of the last meeting held on 22 October 2004, copies of which had been circulated, be confirmed and signed by the Chairman.

## **65 DECLARATIONS OF INTEREST**

No declarations of interest were made.

## **66 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman reported that Deputy Chief Fire Officer, Mark Smitherman, had accepted the position of Chief Fire Officer for South Yorkshire. The Chairman thanked Mr Smitherman for his contribution and wished him well in his new post. The resulting vacancy was to be advertised in the new year.

The results of the Peer Review were to be discussed at the member's seminar following this meeting.

A report on pensions was to be submitted to the next Authority meeting.

An emergency services carol service was to be held at Southwell on 13 December, which Members were invited to attend.

## **67 EXTERNAL AUDITORS MANAGEMENT LETTER**

Consideration was given to a report of the Treasurer, copies of which had been circulated.

### **RESOLVED**

- (1) that the Chief Fire Officer's response to the Auditor's recommendations be noted;**
- (2) that the retiring external auditors, Pricewaterhouse Coopers, be thanked for their past work with the Authority.**

## **68 PAY PROTECTION FOR RETAINED PERSONNEL**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, detailing proposed local pay protection arrangements for retained personnel.

**RESOLVED that the implementation of a local pay protection scheme for retained personnel, in accordance with the guidance of the national employers and consideration of specific local conditions, be approved.**

## **69 REVISED MEMBERS' HANDBOOK**

Consideration was given to a report of the Chief Fire Officer and the draft revised handbook, copies of which had been circulated, with amendments suggested for inclusion following a review and incorporating changes resulting from amendments to primary legislation.

### **RESOLVED**

- (1) that the revised handbook be supported;**

- (2) that the handbook be forwarded for detailed scrutiny and amendment by the Standards Committee;
- (3) that, following any revision by the Standards Committee, the handbook be presented to the Authority at the January 2005 meeting for formal adoption.

#### **70 RESCINDING OF DISCIPLINE REGULATIONS**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, which detailed issues relating to the nationally agreed discipline procedure which needed to be determined at a local level.

#### **RESOLVED**

- (1) that the proposed locally determined aspects of the disciplinary procedure for firefighters and control staff be approved;
- (2) that negotiations be undertaken with UNISON with the aim of achieving a single integrated disciplinary procedure for all Service employees;
- (3) that it be noted that a process may need to be developed to deal with issues of capability.

#### **71 REGIONAL MANAGEMENT BOARD**

**RESOLVED** that the report of the Chief Fire Officer and minutes of the RMB meeting held on 28 October 2004, copies of which had been circulated, be noted.

#### **72 CREATION OF THE POST OF RISK MANAGER**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated.

#### **RESOLVED**

- (1) that a post of Risk Manager be created within the pay range of £24,000 - £28,000;
- (2) that the cost of the post be met from the Legal Advice budget provision.

#### **73 CREATION OF THE POST OF ASSET MANAGER**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated.

#### **RESOLVED**

- (1) that a post of Asset Manager be created;
- (2) that the cost of the post be met from within the revenue budget provision of £30,000 as stated in the 2004/05 budget plan.

#### **74 IMPROVEMENT AND DEVELOPMENT BOARD**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated.

#### **RESOLVED**

- (1) that the report and attached minutes, copies of which had been circulated, be noted;**
- (2) that future agendas and minutes of the above meeting be circulated to all members of the Fire Authority.**

#### **75 EXCLUSION OF THE PUBLIC**

**RESOLVED that, pursuant to Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the remaining item as it involved the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Act.**

#### **76 CARDIFF CHECKS**

Consideration was given to a report of the Treasurer, copies of which had been circulated.

**RESOLVED that the recommendations in the report be implemented without delay.**